

JOB ANNOUNCEMENT

POSITION: Administrative Assistant I
STEP RANGE/SALARY: 28-36/ \$9.69 (entry) - \$12.04 (midpoint)
TYPE OF POSITION: 1 Part time position (16 hrs/wk) no benefits
LOCATION: Guardian ad Litem Office - Provo
CLOSING DATE: June 10, 2004 at 5:00 PM

APPLICATIONS SHOULD BE DIRECTED TO:

John Moody
Guardian ad Litem Office
32 W Center Suite 205
Provo UT 84601
(801) 344-8516

TYPICAL DUTIES: Under general supervision of an Attorney Guardian ad Litem, perform clerical and secretarial tasks to include:

- Composing and typing correspondence and various legal documents using word processing
- Answering incoming calls for attorneys and take detailed messages
- Inputting information into computer system, keeping track of cases
- Scheduling appointments, court hearings, interviews and conference calls
- Performing other secretarial duties as assigned

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent and four years of increasingly responsible experience as a secretary or administrative assistant; OR any equivalent combination of education experience. Typing at 65 wpm, working knowledge of office procedures, grammar, spelling, punctuation, and skill in word processing. Must possess excellent written and oral communication skills, display initiative with a minimum of supervision, and ability to exercise independent judgement.. **Preference will be given to applicants who are familiar with WordPerfect word processing.**

APPLICATION INFORMATION: State Court application forms are available at the Dept. of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, or downloaded from the Internet at www.utcourts.gov. Applications should include a resume.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.